

**FOSTER CARE
INTAKE****Referral
Acceptance**

The PAFC contractor shall accept and act on referrals from DHS upon receipt of the DHS referral packet. Any PAFC contractor agency forms or information required on a referral must be completed by contractor staff from information in the DHS referral packet or other sources. DHS staff shall not be required to complete an application or other contractor forms for inclusion in the department case record or department files or for any other purpose. DHS staff are not authorized to sign agency releases or consent forms.

**DHS Referral
Packet**

The DHS referral packet to a PAFC agency shall include, if available:

- Copy of the commitment order or placement and care order from the court.
- Copy of the DHS-65, Initial Service Plan, DHS-66, Updated Service Plan(s), including DHS-145, Family Assessment of Needs and Strengths, the age appropriate DHS- 432, 433, 434 or 435, Child Assessment of Needs and Strengths, and DHS-69, Foster Care Action Summary(ies).

Note: If any of these documents are incomplete at placement, the completed materials must be forwarded to the contractor within two weeks of placement.

- Photocopy of the birth verification, or copy of the request for verification. The department shall immediately forward a copy of the birth verification upon receipt.
- If available, copy of the DHS-1662, DHS-1663, and DHS-1664, Youth Health Record or other documentation of physical and dental examination(s) within the past 12 months and history, including immunization record and medical passport.
- Photocopy of the active Medicaid (MA) card or the MA recipient identification (ID) number, if the child is active for MA and the card is not available. If MA must be opened for the child, the

department shall provide a copy of the MA card or alternative verification of the child's MA status and recipient ID number within 30 days of the date the child enters foster care.

- DHS-3307, Initial Placement Outline and Information Record, if required, or other documentation required by department policy and licensing rules.
- Court report(s).
- Educational report(s).
- Copy(ies) of psychological/psychiatric report(s).
- Copy of the Children's Protective Services 5-day Placement Packet and Transfer Summary, if applicable. Additional Children's Protective Services reports shall be forwarded when completed.

Acceptance Authorization

Except for immediate placement, the PAFC contractor shall not accept a child for placement prior to the signing of an DHS-3600, Individual Service Agreement, by both the contractor and the DHS local office. For immediate placement, a DHS-3600 shall be signed no later than the first working day following placement.

DHS-719, Child Placing Agency Case Report Form

The DHS-719, Child Placing Agency Case Report Form, is printed by the DHS foster care monitoring worker and sent to the PAFC contractor within 2 business days of the assignment of the SWSS-FAJ case; see FOM 914, Placement Resources: Monitoring Worker Responsibilities.

The PAFC contractor has 10 calendar days from receipt of the DHS-719, Child Placing Agency Case Report Form, to complete the form and return it to the DHS local office. This form contains information that allows the DHS worker to determine funding eligibility and open the case on SWSS FAJ and Bridges. No payments can be authorized until this information is received and the case is opened on SWSS FAJ and Bridges.